

7.7 REPORTS

You may create many reports from the data collected and stored in the MCAIMS databases. MCAIMS displays standard menu and icon bars regardless of the report requested (Figure 7-93).

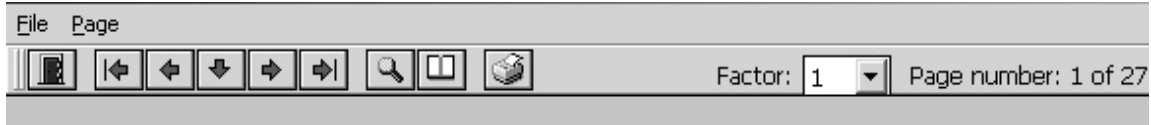












Figure 7-93. MCAIMS Standard Menu and Icon Bars for Reports

The menu bar includes two options:

- File allows you to Print or Exit.
- Page allows you to select First, Previous, Next, Last, Go To, Zoom, Normal, Factor, Two pages, and One page.

The icon bar includes 10 options:

-  Click this icon to return to the Curriculum menu.
-  Click this icon to display the first page of the report.
-  Click this icon to display the previous page of the report.
-  Click this icon to go to a specific page of a multiple page report. A dialog box appears for you to enter the desired page. Click on OK.
-  Click this icon to display the next page of the report.
-  Click this icon to display the last page of the report.
-  Click this icon to select zoom or normal views. The appearance of the icon is dynamic. The magnifier appears on the icon when the page view is normal.
-  Click this icon to change the screen presentation from a single-page to double-page display (or vice versa).
-  Click this icon to select the printing range and to print the current document.
-  Factor. Click the desired number in the drop-down box. The font size increases with higher numbers.

Note that the icon bar duplicates every option available under the Page menu. You may choose either method to accomplish the task you desire.

HINT: The USMC emblem is automatically printed on all MCAIMS-generated reports. Reviewers are assured that mathematical calculations are correct and MCAIMS has run a number of checks and balances.

The 16 options under the Reports menu for Evaluation Management are depicted in Table 7-54. Use these options to develop, manage, and interpret tests, test items, student scores, and student grade point averages/standings for an Approved course and for a specific class.

The following general rules apply:

- Academic reports typically may be run for classes with a status of In Session, Graduated, or BNA Uploaded. However, there are a few exceptions:
 - The Test Weights report may also be run for a class with a status of Pending.
 - Several reports (GPA Attainable, PFT Preliminary, Non-Completion/Failure, and Totals to Date) may be run only for a class with a status of In Session.
- Non-Academic reports may be run for classes with a status of Pending, In Session, Graduated, or BNA Uploaded.
- The Questionnaire Results report may be run for classes with a status of Pending, In Session, Graduated, or BNA Uploaded.
- No reports for a class with a status of Historical may be run under the Evaluation module. The Class Statistics report under the Student module is the only report that may be run with this class status.
- Only the Incorrect Response report allows you to include dropped students.
- A medical waiver for a PFT does not affect a student's GPA/Class Standing. However, the Test Statistics, Test Results, Absentee/Failure, PFT Final, Non-Completion/Failure, Test Inventory reports will list a score of zero for the PFT with a medical waiver.
- The GPA/Class Standings report allows you to create a text file that can be opened and manipulated in other applications (e.g., Microsoft Access). You may also save any other report as a text file using a feature of the *Windows* environment (explained under Paragraph 4.2.15.5). However, you will lose most formatting established for the report under MCAIMS when the report is saved as a file under *Windows*.

Table 7-54. Overview of Evaluation Reports

PARAGRAPH	OPTION	ACADEMIC	NON-ACADEMIC	QUESTIONNAIRE
7.7.1	Test Statistics	Yes	Yes	
7.7.2	Test Results	Yes	Yes	
7.7.3	Individual Response	Yes	Yes	
7.7.4	Absentee/Failure	Yes	Yes	
7.7.5	Incorrect Response	Yes	Yes	
7.7.6	GPA/Class Standings	Yes		
7.7.7	GPA Max Attainable	Yes		
7.7.8	PFT Preliminary	Yes		
7.7.9	PFT Final	Yes		
7.7.10	PFT Statistics	Yes		

PARAGRAPH	OPTION	ACADEMIC	NON-ACADEMIC	QUESTIONNAIRE
7.7.11	Non-Completion/Failure	Yes		
7.7.12	Test Inventory	Yes		
7.7.13	Totals to Date	Yes		
7.7.14	Test Weight	Yes		
7.7.15	Questionnaire Results			Yes
7.7.16	Combined Test Report	Yes	Yes	

The following steps summarize how to access the options under the Maintenance menu.

1. Click on the Magnifying Glass icon. The Select an Approved Course selection list box (Figure 7-01) is displayed.
2. Highlight and select an approved course or double-click the desired course. The Evaluation Management window (Figure 7-02) opens.
3. Choose the Reports option on the menu bar. The Reports drop-down menu (Figure 7-94) is displayed.

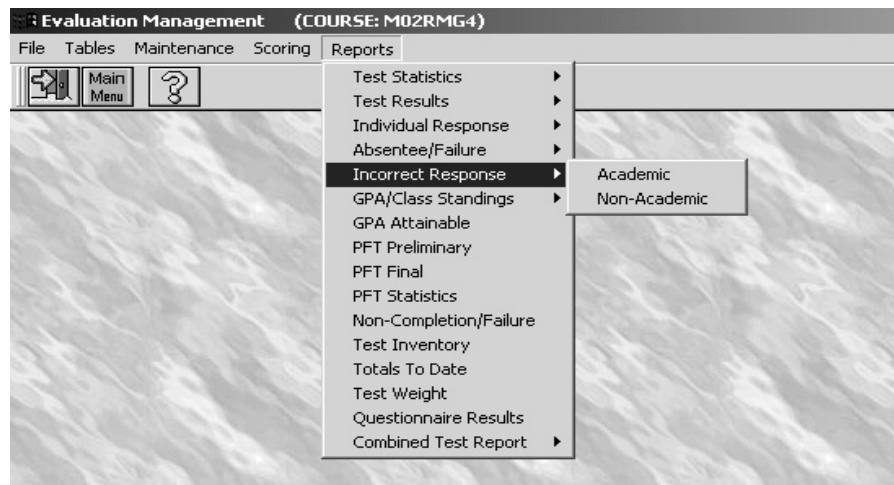


Figure 7-94. Reports Drop-down Menu

4. Choose the desired option.

7.7.1 Test Statistics

The Test Statistics report presents basic statistics of test results for a given test taken by a class. The report includes entries under mean, median, mode, standard deviation, number of perfect scores, number tested, number passed, number failed, percentage passed, and percentage failed. A legend is included at the end of the report. You may choose statistics for either an academic or non-academic test. The report (printed with a report date) identifies the course ID, class ID, and test ID. Note that you can limit the report to a specific platoon, gender, race, or ethnic group.

1. From the Reports drop-down menu, choose Test Statistics. Then choose Academic or Non-Academic. The Test Statistics for Course dialog box (Figure 7-95) opens.

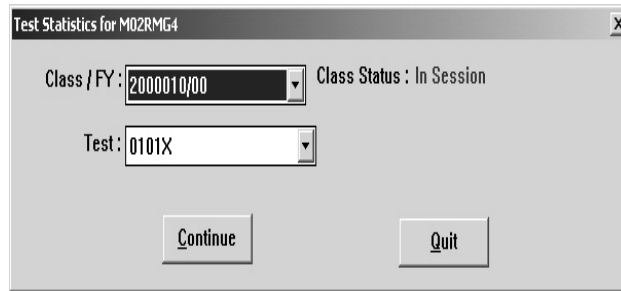


Figure 7-95. Test Statistics for Course

2. Referring to Table 7-55 for an explanation of the data fields, make the appropriate selections.

Table 7-55. Test Statistics for Course

ITEM	DESCRIPTION
Class/FY	Drop-down box containing the identifier and fiscal year for every class containing tests of the desired type (academic or non-academic). Choose the desired class from the list.
Class Status	Non-editable field displaying the status of the highlighted class. Academic reports are available for classes with a status of In Session, Graduated, or BNA Uploaded. Non-academic reports are available for classes with any status except Historical.
Test	Drop-down box from which you may choose the desired test.

3. Click on **Continue**. The Test Statistics for Course for specific options dialog box (Figure 7-96) opens for you to choose the desired options.

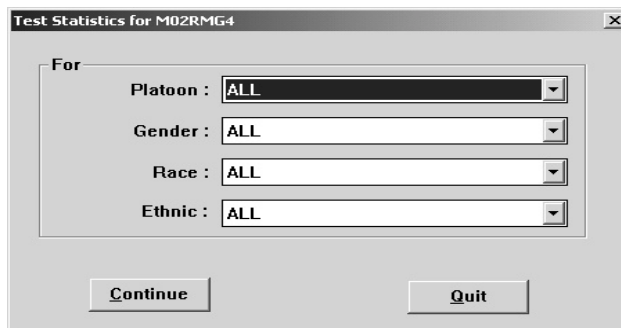


Figure 7-96. Test Statistics for Course (Specific Options)

- Referring to Table 7-56 for an explanation of the data fields, make the appropriate selections.

Table 7-56. Test Statistics for Course (Specific Options)

ITEM	DESCRIPTION
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class. In selecting specific platoons, you limit the scope of the report.
For Gender	Drop-down box that allows you to limit your listing to the category you choose (i.e., Male, Female, or Unknown). The default is All.
For Race	Drop-down box that allows you to limit your listing to the category you choose (i.e., Unknown, White, Yellow, Black, Red, or Other). The default is All.
For Ethnic	Drop-down box that allows you to limit your listing to the category you choose from 23 selections including Unknown, Other, or None). The default is All.

- Click on **C**ontinue. A view of the report appears.

7.7.2 Test Results

The Test Results report provides scores for the corresponding students who have taken a given test in a class. You can include all students in the class or limit the report to students in a specific platoon. The report presents either academic or non-academic results and identifies the test ID, course ID, and class ID. The roster will be sorted according to the criteria you select (i.e., name, SSN, or test score). The report includes the date and entries under name, SSN, test version (unless non-academic), score, and overall GPA. The report for academic and non-academic tests includes a Test Scores graph that depicts each test grade and the number of occurrences for that grade. To ensure privacy, you may choose to print this report with only the name or SSN displayed, with only the name and last four digits of the SSN displayed, or with only the last four digits of the SSN displayed.

If you have administered an academic test as a preliminary or pop test that you do not plan to include in computing grades, be sure to print this report before you clear the test results (Paragraph 7.6.4). Otherwise, you will have no record you can use for monitoring student progress.

- From the Reports drop-down menu, choose Test Results. Then choose Academic or Non-Academic. The Test Results Report for Course dialog box (Figure 7-97) opens.

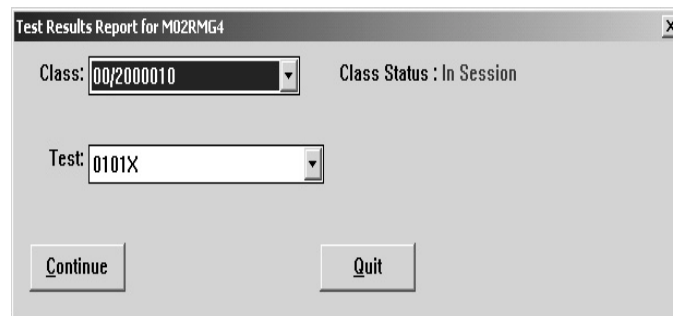


Figure 7-97. Test Results Report for Course

2. Referring to Table 7-57 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-57. Test Results Report for Course

ITEM	DESCRIPTION
Class	Drop-down box containing the identifier and fiscal year for every class containing tests of the desired type (academic or non-academic). Choose the desired class from the list.
Class Status	Non-editable field displaying the status of the highlighted class. Academic reports are available for classes with a status of In Session, Graduated, or BNA Uploaded. Non-academic reports are available for classes with any status except Historical.
Test	Drop-down box from which you may choose the desired test results. The choices include (1) identifiers for individual parts of a multipart test as well as (2) the identifier for the overall multipart test (providing at least one student has a score for all parts of a multipart test).

3. Click on Continue. The Test Results Report for Course dialog box (Figure 7-98) opens for you to select specific options.

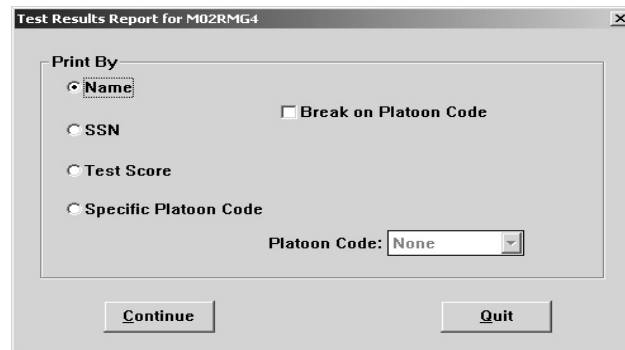


Figure 7-98. Test Results Report for Course (Specific Options)

4. Referring to Table 7-58 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-58. Test Results Report for Course (Specific Options)

ITEM	DESCRIPTION
Name	Click on this radio button to sort the report by name.
SSN	Click on this radio button to sort the report by SSN.
Test Score	Click on this radio button to sort the report by test score.
Specific Platoon Code	Click on this radio button to sort the report by specific platoon code. Then choose the desired platoon in the drop-down box below.
Break on Platoon Code	Click on this check box to indicate that you want the records printed by name, SSN, or test score to be separated by platoon.
Platoon Code	Drop-down box from which you may choose the desired platoon if you chose the radio button on the left beside Print By Specific Platoon Code.

5. Click on **C**ontinue.
- If you select Print by Name, you receive a prompt inquiring if you wish to display only the last four digits of the SSN. Click on **Y**es or **N**o. A view of the report appears.
 - If you select Print by SSN, you receive a prompt inquiring if you wish to display only the last four digits of the SSN and/or

if you wish to suppress the student's name. Check beside the desired choices and click on **OK**. A view of the report appears.

- c. If you select Print by Test Score, you receive a prompt inquiring if you wish to display only the last four digits of the SSN and/or if you wish to suppress the student's name. Check beside the desired choices and click on **OK**. A view of the report appears.
- d. If you select Print by Platoon, you receive a prompt inquiring if you wish to display only the last four digits of the SSN and/or if you wish to suppress the student's name. Check beside the desired choices and click on **OK**. A view of the report appears.

7.7.3 Individual Response

The Individual Response report identifies the number and percentage of responses for each possible response to a question on a given test under a given class. Each question number contains six possible responses (A to E and N/R or no response). The responses may be to questions on an academic (written, scaled credit, and mastery/non-mastery) test or on a non-academic test. The report (printed with a report date) identifies the course ID, class ID, test ID, test title, and version (if academic). Note that the report for written tests and all other tests not based on a single checklist test item now includes the learning objective for each test item.

1. From the Reports drop-down menu, choose Individual Response. Then choose Academic or Non-Academic. The Individual Response Report dialog box (Figure 7-99) opens.

Figure 7-99. Individual Response Report

2. Referring to Table 7-59 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-59. Individual Response Report

ITEM	DESCRIPTION
Class/FY	Drop-down box containing the identifier and fiscal year for every class containing tests of the desired type (academic or non-academic). Choose the desired class from the list. Note that tests scored by entering student grades (vice entering student responses) will be unavailable.
Class Status	Non-editable field displaying the status of the highlighted class. Academic reports are available for classes with a status of In Session, Graduated, or BNA Uploaded. Non-academic reports are available for classes with any status except Historical.

ITEM	DESCRIPTION
Test	Drop-down box from which you may choose the desired academic or nonacademic test.

- Click on **Continue**. The Platoon Selection for Course (Figure 7-100) dialog box (Figure 7-100) opens.

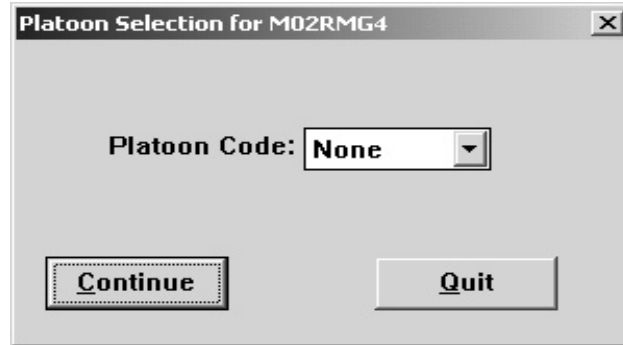


Figure 7-100. Platoon Selection for Course

- Referring to Table 5-60, make the appropriate platoon selection.

Table 7-60. Platoon Selection for Course

ITEM	DESCRIPTION
Platoon Code	Drop-down box from which you may choose the desired platoon if you chose the radio button above.

- Click on Continue. A view of the report appears.

7.7.4 Absentee/Failure

The Absentee/Failure option consists of two rosters or reports for the selected test: the Absentee Report identifies every student in a class who has not taken the test and the Failure Report identifies every student who has failed the test. The master report (printed with a report date) identifies the course ID, class ID, and test ID. Each roster may contain entries under name, SSN, rank, and platoon. The Failure Report also includes entries under test version (if academic) and score. If there are no absentees or failures for the selected class, the report will contain a statement to that effect.

Note that for a multipart test, this report can be printed two ways: select one of the component tests or select the overall multipart test. If a component test is selected, every student who has not taken or who has not passed the selected test is listed. If the overall test is selected, each component test not yet scored is listed below each student's name in the first roster. However, the system lists the component tests failed only if the student has taken all the tests for that multipart test and the overall test score is failing. If the overall test score is passing, no failed component test will be listed.

This report is similar to the Non-Completion/Failure report, which identifies every test students have failed or missed taking.

- From the Reports drop-down menu, choose Absentee/Failure. Then choose Academic or Non-Academic. The Inventory of Absentee and Failed Tests for Course dialog box (Figure 7-101) opens.

Inventory of Absentee and Failed Tests for M02RMG4

Class / FY: 2000010/00 Class Status: In Session

Test: 0101X

Continue Quit

Figure 7-101. Inventory of Absentee and Failed Tests for Course

- Referring to Table 7-61 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-61. Inventory of Absentee and Failed Tests for Course

ITEM	DESCRIPTION
Class/FY	Drop-down box containing the identifier and fiscal year for every class containing tests of the desired type (academic or non-academic). Choose the desired class from the list.
Class Status	Non-editable field displaying the status of the highlighted class. Academic reports are available for classes with a status of In Session, Graduated, or BNA Uploaded. Non-academic reports are available for classes with any status except Historical.
Test	Drop-down box from which you may choose the desired test.

- Click on **Continue**. A view of the report appears.

7.7.5 Incorrect Response

The Incorrect Response report presents a roster that identifies specific questions on an academic or a non-academic test that individual students answered incorrectly. The report (printed with a report date) identifies the course ID, class ID, and test ID and presents entries under name, SSN, and question number. For a mastery test, the report indicates if not mastered. For a written test, the report indicates the character for correct response. Beneath the student's name, the number correct, test score, and test version (if academic) is given. For a non-academic test, the report indicates the response given and the correct response.

- From the Reports drop-down menu, choose Incorrect Response. Then choose Academic or Non-Academic. The Select Class from Course selection list box (Figure 7-102) opens.

Select Class from Course M02RMG4

FY/CLASS	STATUS	TITLE
00/2000020	In Session	BRAVO COMPANY
00/2000030	In Session	CHARLIE COMPANY
00/2000040	In Session	DELTA COMPANY
00/2000050	In Session	ECHO COMPANY
00/2000060	In Session	FOX COMPANY
01/2001010	In Session	ALPHA COMPANY
01/2001020	In Session	BRAVO COMPANY
01/2001030	In Session	CHARLIE COMPANY
01/2001100	In Session	ALPHA INTERNATIONAL OFFICERS
01/2001200	In Session	BRAVO INTERNATIONAL OFFICERS
01/2001300	In Session	CHARLIE INTERNATIONAL OFFICERS
02/2002010	In Session	SAMPLE CLASS 2002-010
02/2002123	In Session	OFFICER BASIC

Continue Done

Figure 7-102. Select Class from Course

2. Referring to Table 7-62 for an explanation of the data fields appearing in the dialog box, highlight the desired class.

Table 7-62. Select Class from Course

ITEM	DESCRIPTION
FY/Class	Drop-down box containing the identifier and fiscal year for every class containing the desired test type (academic or non-academic). Choose the desired class from the list. Note that tests scored by entering student grades (vice entering student responses) will be unavailable.
Status	Non-editable field displaying the status of the highlighted class. Academic reports are available for classes with a status of In Session, Graduated, or BNA Uploaded. Non-academic reports are available for classes with any status except Historical.
Title	Non-editable field displaying the title of the corresponding class in the list.

3. Click on **Continue**. If no academic tests have been created or locked for this class or if no non-academic tests have been scored, you receive a message indicating the report cannot be created. Click on **OK**. Otherwise, the Select Test from Class dialog box (Figure 7-103) opens.

Figure 7-103. Select Test from Class

4. Referring to Table 7-63 for an explanation of the data fields, make the appropriate selections.

Table 7-63. Select Test from Class

ITEM	DESCRIPTION
Test ID	Non-editable field displaying the test ID of each test in the list.
Test Type	Non-editable field displaying the test type of the corresponding test (i.e., Written, Mastery/Non-mastery, Scaled Credit, or Non-Academic).
Test Title	Non-editable field displaying the title of the corresponding test.
Create Report For:	
All Students	Click on this radio button if you wish to create a report for all students in the selected class. You may then choose to separate the students by platoon.
Break on Platoon	Check this checkbox if you wish to create a report for all students and to separate your list according to platoon.
Selected Platoon	Click on this radio button if you wish to create a report for all students in the platoon that you select in the box to the right.

ITEM	DESCRIPTION
Plt Code	Drop-down box from which you may choose the desired platoon if you chose the second radio button on the left for Create Report For Selected Platoon.
Selected Student(s)	Click on this radio button if you wish to create a report for selected students in the class.
Sort By:	
Student Name	Click on this radio button if you wish to sort the report in ascending alphabetical order by student name.
Student SSN	Click on this radio button if you wish to sort the report in ascending numerical order by student SSN.
Break on Student	Check this checkbox if you wish to create a page break to separate each student record in your list.
Include Dropped Students	Check this checkbox if you wish to include the test results for dropped students in the report.

5. The system response depends on the choices you make above.
- If you selected the All Students option, click on **Print**. A view of the report appears.
 - If you selected the Selected Student(s) option, click on **Continue**. The Select Students from Class selection list box (Figure 7-104) opens.

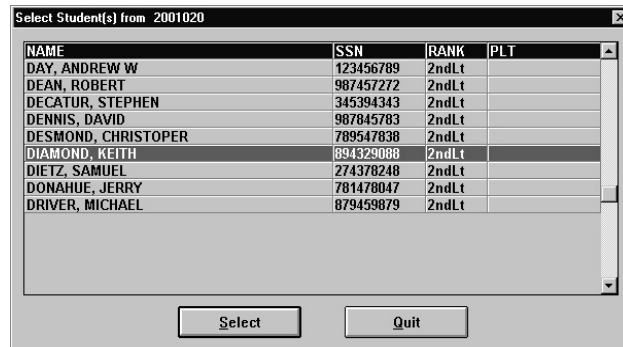


Figure 7-104. Select Students from Class

- Double-click on the desired student(s).
- Click on **Select**. A view of the report appears.

7.7.6 GPA/Class Standings

The GPA/Class Standings report provides a list of each student's GPA and class standing for Academic tests. The report can be produced in two formats: the standard report and a text file created for exporting data to Manpower Promotions Branch (PR-1), HQMC on behalf of The Basic School, Quantico, Virginia. Both of these formats will work for a class status of In Session, Graduated, or BNA Uploaded.

The standard report includes entries under name, grade, SSN, and platoon, with the corresponding results listed under category title (GPA and class standing), overall GPA, and overall class standing. The report (printed with a report date) identifies the class ID, course ID, convene and graduate dates. The roster may be sorted alphabetically by name (the default) or according to the criteria you select (e.g., GPA or class standing).

The text file created with the MMPR1 Data Export option contains the following elements of information for each student: name, grade, SSN, GPA for leadership category, overall GPA, and overall class standing. This option can be executed only when an Exam Category named Leadership has been created. This option excludes dropped students from the text file that MPB inserts in a database application (i.e., Access) and uploads to the Marine Corps Total Force System (MCTFS).

HINT: The GPA in this report does not include individual parts of a multipart test in its calculation. However, the GPA Attainable report does include parts of a multipart test in its calculation of the current GPA.

HINT: A medical waiver for a PFT does not affect a student's GPA/Class Standing.

1. From the Reports drop-down menu, choose GPA/Class Standings. Then choose either Standard or MMPR1 Data Export.
 - If you choose Standard, refer to Step 2.
 - If you choose MMPR1 Data Export, refer to Step 3.
2. If you choose Standard, the GPA/Class Standings Report dialog box (Figure 7-105) opens.

Figure 7-105. GPA/Class Standings Report

- a. Referring to Table 7-64 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-64. GPA/Class Standings Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report for a Class in Session. For a standard report, the choices include all classes, a single class, or multiple classes. For a text file, the only choice is a single class.
Include Dropped	This option is disabled.
Course ID	Non-editable field displaying the course ID for the highlighted class in the selection list box below.
FY/Class	Selection list box that allows you to use the multiple select feature to select the class(es) you desire to include in the report. You may choose in session, graduated, or BNA uploaded classes. For a text file, only one class may be chosen.

ITEM	DESCRIPTION
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, GPA, gender, class standing, and course-defined exam categories. For a text file, the choices are limited to standing, name, and SSN.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On Platoon	Optional selection to break on each platoon if the report selected is for a single class. All platoons must be selected in the next drop-down box. For a text file, this option is disabled.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class. In selecting specific platoons, you limit the scope of the report. This option is unavailable for a text file.
For Gender	Drop-down box that allows you to limit your listing to the category you choose (i.e., Male, Female, or Unknown). The default is All. This option is unavailable for a text file.
For Race	Drop-down box that allows you to limit your listing to the category you choose (i.e., Unknown, White, Yellow, Black, Red, or Other). The default is All. This option is unavailable for a text file.
For Ethnic	Drop-down box that allows you to limit your listing to the category you choose from 23 selections including Unknown, Other, or None). The default is All. This option is unavailable for a text file.

- b. Click on **Print**. You receive a prompt inquiring if you wish to display only the last four digits of the SSN. Click on **Yes** or **No**. A view of the report appears.
3. If you choose MMPR1 Data Export, you receive an explanation about the text file creation and a prompt confirming that you wish to continue.
 - a. Click on **Yes**. The Create Text File of GPA/Class Standings dialog box (similar to Figure 7-102) opens.
 - b. Referring to Table 7-64 for an explanation of the data fields appearing in the dialog box, select a class and sort criteria.
 - c. Click on **Create**. The Save As dialog box opens.
 - d. Assign the desired file name and location and click on **OK**. A message advises you that the text file XXXXXXXX.txt has been created in the designated directory.
 - e. Click on **OK**. The system returns you to the Evaluation Management window.

7.7.7. GPA Attainable

The GPA Attainable report identifies every student in a class, the student's current score, and the maximum GPA that each student could attain if achieving a 100 percent on all remaining tests assigned to the class. The calculations include both locked and unlocked tests. The report comprises test weights not only for individual tests but also for parts of

a multipart test in both its current and attainable scores. The parts of a multipart test comprise a single score. A medical waiver for a PFT will have no effect on the GPA. The report (printed with a report date) identifies the class ID and course ID and is sorted according to the student's name, followed by the student's SSN and the current and maximum attainable GPAs overall and by three categories for each student.

This report is a useful tool, but MCAIMS does not determine for the user the feasibility that any given student can or cannot pass a course. The user must consider the effect of its max/retest value on the class record and the implications of individual school policies.

1. From the Reports drop-down menu, choose GPA Attainable. The Select Class from Course selection list box (Figure 7-106) opens.

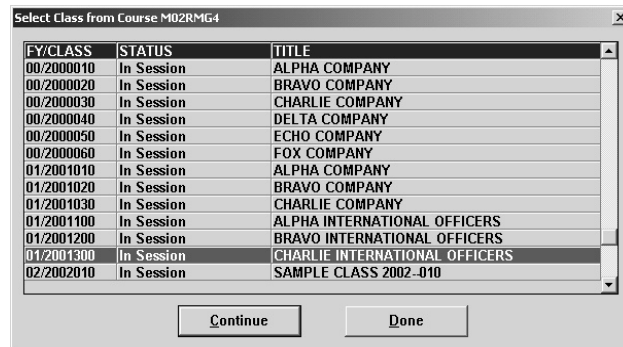


Figure 7-106. Select Class from Course

2. Referring to Table 7-65 for an explanation of the data fields appearing in the dialog box, highlight the desired class.

Table 7-65. Select Class from Course

ITEM	DESCRIPTION
FY/Class	Drop-down box containing the identifier and fiscal year for every class containing the desired test type academic or non-academic. Choose the desired class from the list.
Status	Non-editable field displaying the status of the highlighted class. Academic reports are available for only classes with a status of In Session.
Title	Non-editable field displaying the title of the corresponding class in the list.

3. Click on **Continue**. The Course selection list box (Figure 7-107) opens.

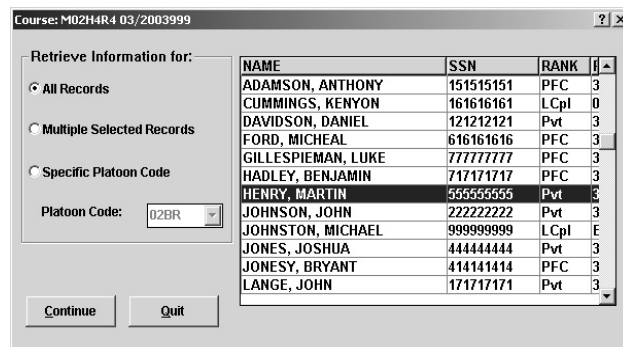


Figure 7-107. Course

4. Referring to Table 7-66 for an explanation of the data fields, complete the required information.

Table 7-66. Course

ITEM	DESCRIPTION
Retrieve Information for:	
All Records	This default button indicates all records for the selected class will be retrieved.
Break on Platoon Code	Click on this check box if you want the records to be separated by platoon. Note that the All Records radio button on the left must be selected.
Multiple Selected Records	Radio button that allows you to use the multiple select feature in the list to the right to select the desired records for inclusion in the report.
Specific Platoon Code	Radio button that allows you to select records from a specific platoon below.
Platoon Code	A drop-down list that allows you to choose a specific platoon code if you have selected the radio button for Specific Platoon Code.
Students (Untitled)	Selection list box displaying the name with corresponding SSN, rank, and platoon code of each student enrolled in the selected class. Use the multiple select feature to choose the students for whom you wish to produce the report. Be sure the Multiple Selected Records radio button is also selected.

5. Click on **Continue**. A view of the report appears.

7.7.8 PFT Preliminary

The PFT Preliminary report is actually a form that has been individualized for the students in each class. Use the form to facilitate your collection of PFT results to be recorded in the system. The report (printed with a report date) presents a roster that identifies the course ID, class ID, test ID, PFT date, and administrator in the heading. The roster will be sorted according to the criteria you select (i.e., Name or SSN). The report includes entries under name, rank, SSN, sex, DOB, age, platoon, blood, and possibly old/new height and weight. Use the roster as you conduct the PFT to manually record arm hangs/pullups, crunches, run score, and optional comments. Use the completed roster to enter the results into the system (Paragraph 7.6.2) so that MCAIMS can score the grades and compute the student GPAs and class standings.

1. From the Reports drop-down menu, choose PFT Preliminary. The Select a Class and Test for Course dialog box (Figure 7-108) opens.

Figure 7-108. Select a Class and Test for Course

NOTE: The Default button is inaccessible here. Under Group Process - PFT in the Student module (Paragraph 8.3.10), it applies to setting minimum run scores for a high altitude site.

- Referring to Table 7-67 for an explanation of the data fields, complete the required information.

Table 7-67. Select a Class and Test for Course

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Class Status	Non-editable field displaying the status of the highlighted class (only In Session is permitted).	
Class	Drop-down box consisting of class identifiers from which you may choose the desired class.	
Sort by:		
Name	Click on this radio button to sort the report by name.	
SSN	Click on this radio button to sort the report by SSN.	
PFT Test ID	Drop-down box from which you may choose the desired PFT test.	
PFT Date	Date the PFT was conducted.	yyyy/mm/dd
Administrator	The name of the PFT administrator. You must complete this field to continue.	Up to 18 alphanumeric characters

- Click on **Continue**. The PFT Roster for Course selection list box (Figure 7-109) opens.

Figure 7-109. PFT Roster for Course

- Referring to Table 7-68 for an explanation of the data fields, complete the required information.

Table 7-68. PFT Roster for Course

ITEM	DESCRIPTION
Retrieve Information for:	
All Records	This default button indicates all records for the selected class will be retrieved.
Break on Platoon Code	Click on this check box if you want the records to be separated by platoon. Note that the All Records radio button on the left must be selected.
Multiple Selected Records	Radio button that allows you to use the multiple select feature in the list to the right to select the desired records for inclusion in the report.
Specific Platoon Code	Radio button that allows you to select records from a specific platoon below.
Platoon Code	A drop-down list that allows you to choose a specific platoon code if you have selected the radio button for Specific Platoon Code.

Students (Untitled)	Selection list box displaying the name with corresponding SSN, rank, and platoon code of each student enrolled in the selected class. Use the multiple select feature to choose the students for whom you wish to produce the report. Be sure the Multiple Selected Records radio button is also selected.
------------------------	--

- Click on **Continue**. A view of the report appears. When you click on Exit, MCAIMS returns you to the PFT Roster for Course selection list box.

7.7.9 PFT Final

The PFT Final report presents results of a scored PFT. The report includes entries under name, rank, SSN, sex, DOB, age, PLT, pullups, crunches, run time, score, classification, PFT date, and academic score. The report (printed with a report date) identifies the course ID, class ID, and test ID. The roster will be sorted according to the criteria you select (i.e., Name or SSN). A copy of the report should be provided to the Unit Diary section for entry in the student's permanent records after all PFT results have been recorded in MCAIMS (Paragraph 7.6.2).

- From the Reports drop-down menu, choose PFT Final. If no classes have administered a PFT, you receive a message so advising you. Click on **OK**. Otherwise, the Print Results for a PFT dialog box (Figure 7-110) opens.

Figure 7-110. Print Results for a PFT

- Referring to Table 7-69 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-69. Print Results for a PFT

ITEM	DESCRIPTION
Class Status	Non-editable field displaying the status of the highlighted class (e.g., In Session, Graduated).
Class	Drop-down box consisting of class identifiers from which you may choose the desired class.
Print by:	
Name	Click on this radio button to print the report sorted by name.
Break on PLT Code	Click on this checkbox if you want the report to be separated by PLT code.
SSN	Click on this radio button to print the report sorted by SSN.
PFT Test ID	Drop-down box from which you may choose the PFT test identifier.
PFT Date	This drop-down box is unavailable for printing a PFT.

- Click on **Start Report**. The PFT Results for Course report appears.

7.7.10 PFT Statistics

The PFT Statistics report provides statistics on PFT performance according to gender, age, and class for various elements of the PFT. The report (printed with a report date) identifies the course ID, class ID, and test ID. The roster presents the class averages for test score, pullups/armhang, crunches, and run time according to males, females, and total statistics. The report presents the total tested, including breakdowns according to gender. The report includes statistics for the following categories according to gender, age, and totals: 1st Class, 2nd Class, 3rd Class, Fail/RNT, Partial Pullup, Partial Crunch, Partial Run, and Medical.

- From the Reports drop-down menu, choose PFT Statistics. If no classes have administered a PFT, you receive a message so advising you. Click on **OK**. Otherwise, the Print Statistics for a PFT Taken in Course dialog box (Figure 7-111) opens.

Figure 7-111. Print Statistics for a PFT Taken in Course

- Referring to Table 7-70 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-70. Print Statistics for a PFT Taken in Course

ITEM	DESCRIPTION
Class Status	Non-editable field displaying the status of the selected class (e.g., In Session, Graduated).
Class	Drop-down box from which you may choose the class identifier of the desired class.
Statistics: By Population Groups	Click on this checkbox to include statistics by population groups (i.e., race, ethnics).
PFT Test ID	Drop-down box from which you may choose the test identifier of the desired test.
PFT Date	This drop-down box is unavailable for printing statistics.
Platoon	Drop-down box from which you may choose a selected platoon or all platoons.

- Click on **Start Report**. A view of the report appears.

7.7.11 Non-Completion/Failure

The Non-Completion/Failure report lists every student who has failed a test or who has not yet taken every test assigned to the selected class

(including tests not yet locked). The report also identifies the relevant tests for each student. The report (printed with a report date) identifies the Course ID and Class ID. The roster can be sorted according to Name, SSN, or Specific Platoon Code. The roster presents entries under name and SSN for each student meeting the criteria, followed by the test ID of each failed test and each test not yet taken. The test score appears to the right of the failed test, and the notation "no score recorded" appears to the right of the test not taken. The report lists component tests as well as the parent multipart test.

Note that this report is similar to the Absentee/Failure Report generated for a selected class. That report identifies students with missing test scores and with test failures for a specific test.

HINT: This is a very important report. Be sure that you check it before attempting to graduate students, either individually or as an entire class. The system will not allow you to graduate students who have no score recorded for one or more tests assigned to the class. However, there is no system in place that prevents students with failing test scores to be graduated because student graduation eligibility is an individual schoolhouse policy decision. You must decide how to handle these students (e.g., retest them, rescore their tests, or drop the students from the class).

1. From the Reports drop-down menu, choose Non-Completion/Failure. The Inventory of Non-Completion/Failure dialog box (Figure 7-112) opens.

Figure 7-112. Inventory of Non-Completion and Failed Tests

2. Referring to Table 7-71 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-71. Inventory of Non-Completion and Failed Tests

ITEM	DESCRIPTION
Class	Drop-down box containing the identifier and fiscal year for every class containing the desired test type academic or non-academic. Choose the desired class from the list.
Class Status	Non-editable field displaying the status of the highlighted class. Only classes with a status of In Session are available.
Print By:	
Name	Click on this check box to sort the report by name.
SSN	Click on this check box to sort the report by SSN.
Break on Platoon Code	Click on this check box to indicate that you want the records to be separated by platoon.
Specific Platoon Code	Click on this check box to sort the report by specific platoon code. Then choose the desired platoon in the drop-down box below.

ITEM	DESCRIPTION
Platoon Code	Drop-down box from which you may choose the desired platoon if you choose the radio button on the left beside Print By Specific Platoon Code.

- Click on **Continue**. A view of the report appears.

7.7.12 Test Inventory

The Test Inventory report identifies every test assigned to a class beneath each student in the roster of the selected class. For each student, the report presents entries under name, SSN, overall GPA encompassing every test administered, and each test ID, version, category, and score (if the test was taken). The report includes the notation "no score recorded" beside any test the student has not yet taken. This information is important because you cannot individually graduate a student or graduate a class if every student does not have a score entered for every test assigned to the class. The report (printed with a report date) identifies the Course ID and Class ID. The roster can be sorted according to name, SSN, or specific platoon code.

HINT: Check this report before attempting to graduate students, either individually or as an entire class. Make sure each student has a score recorded for every test assigned to the class. Note that you will also receive this report if you attempt to graduate students who have no score recorded.

- From the Reports drop-down menu, choose Test Inventory. The Inventory of Test Reports for Course dialog box (Figure 7-113) opens.

Figure 7-113. Inventory of Test Reports for Course

- Referring to Table 7-72 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-72. Inventory of Test Reports for Course

ITEM	DESCRIPTION
Class	Drop-down box containing the identifier and fiscal year for every class containing the desired test type academic or non-academic. Choose the desired class from the list.
Class Status	Non-editable field displaying the status of the highlighted class. This academic report is available for classes with a status of In Session, Graduated, or BNA Uploaded.
Print By	
Name	Click on this radio button to sort the report by name.
SSN	Click on this radio button to sort the report by SSN.

ITEM	DESCRIPTION
Specific Platoon Code	Click on this check box to sort the report by specific platoon code. Then choose the desired platoon in the drop-down box below.
Break on Platoon Code	Click on this check box if you want the records to be separated by platoon. Note that you must have chosen to print by name or SSN in the checkboxes on the left.
Platoon Code	A drop-down list that allows you to choose a specific platoon code if you have selected the radio button for Specific Platoon Code.
Break on Student	Click on this check box if you want each student record to begin on a new page.

- Click on **Continue**. If no tests are assigned to the class, you receive a message so advising you. Click on **OK**. Otherwise, a view of the report appears.

7.7.13 Totals to Date

The Totals to Date report presents information about each academic test a student has taken. The report identifies all or selected students in a class, and lists, beneath each student, every test, by category, that the student has taken. The report (printed with a report date) identifies the course ID, class ID, and platoon code (if selected). The roster of students lists the student's name and SSN, followed by the test ID, test title, grade percent, weight, and GPA. In addition, the report presents, by category, the sum of test weights, the sum of test GPAs, the category GPA, and the category standing. Then the report presents the sum of the category events, followed by the overall sum of test weights, the overall sum of test GPAs, the overall GPA, and the overall class standing for each student. Another category presents the multipart tests completed. Note that scores for parts of a multipart test are not included in the category GPA and class standing calculation or the overall summation until all parts of the test have been scored. Such tests will be indicated with an asterisk. A PFT with a medical waiver will not be included in the GPA/Class Standing calculation. Such PFTs will be indicated with a double asterisk.

- From the Reports drop-down menu, choose Totals to Date. If no classes are in session for the current course, a message so advises you. Click on **OK** to return to the Evaluation Management window. Otherwise, the Select Class from Course selection list box (Figure 7-114) opens.



Figure 7-114. Select Class from Course

- Referring to Table 7-73 for an explanation of the data fields appearing in the dialog box, highlight the desired class.

Table 7-73. Select Class from Course

ITEM	DESCRIPTION
FY/Class	Non-editable field displaying the identifier and fiscal year for every class In Session. Choose the desired class from the list.
Status	Non-editable field displaying the status of the corresponding class. Only In Session classes are available.
Title	Non-editable field displaying the title of the corresponding class in the list.

3. Click on **Continue**. If no academic tests have been created, locked, or scored for this class, you receive a message indicating the report cannot be created. Click on **OK**. Otherwise, the Course dialog box (Figure 7-115) opens for you to select the desired records.

Course: M02H4R4 03/2003999

Retrieve Information for:

☒ All Records

☐ Multiple Selected Records

☐ Specific Platoon Code

Platoon Code: 02BR

Break On: ☐ Platoon ☐ Student

NAME	SSN	RANK	
ADAMSON, ANTHONY	151515151	PFC	3
CUMMINGS, KENYON	161616161	LCpl	0
DAVIDSON, DANIEL	121212121	Pvt	3
FORD, MICHAEL	616161616	PFC	3
GILLESPIEMAN, LUKE	777777777	PFC	3
HADLEY, BENJAMIN	717171717	PFC	3
HENRY, MARTIN	555555555	Pvt	3
JOHNSON, JOHN	222222222	Pvt	3
JOHNSTON, MICHAEL	999999999	LCpl	E
JONES, JOSHUA	444444444	Pvt	3
JONESY, BRYANT	414141414	PFC	3
LANGE, JOHN	171717171	Pvt	3

Continue Quit

Figure 7-115. Course

4. Referring to Table 7-74 for an explanation of the data fields, complete the required information.

Table 7-74. Course

ITEM	DESCRIPTION
Retrieve Information for:	
All Records	This default button indicates all records for the selected class will be retrieved.
Multiple Selected Records	Radio button that allows you to use the multiple select feature in the list to the right to select the desired records for inclusion in the report.
Specific Platoon Code	Radio button that allows you to select the records from a specific platoon below.
Platoon Code	A drop-down list that allows you to choose a specific platoon code if you have selected the radio button for Specific Platoon Code.
Break on Platoon	Click on this check box if you want the records to be separated by platoon. Note that this selection applies if you selected the radio button for retrieval of either All Records or Multiple Selected Records.
Break on Student	Click on this check box if you want each student record to start on a new page. Note that you can select this option no matter which radio button for retrieval that you select above.
Students (Untitled)	Selection list box displaying the name with corresponding SSN, rank, and platoon code of each student enrolled in the selected class. Use the multiple select feature to choose the students for whom you wish to produce the report. Be sure the Multiple Selected Records radio button is also selected.

- Click on **Continue**. If no tests are assigned to the class, a message so advises you. Click on **OK**. Otherwise, a view of the report appears. When you click on Exit, MCAIMS returns you to the Evaluation Management window.

7.7.14 Test Weights

The Test Weights report lists every exam, by category, with its test weight, a sum of each category weight, and the total weight (100 percent) for every test. The report (printed with a report date) identifies the fiscal year and class ID and lists each test category with every test ID, title, and test weight under each category. The sum of the category weights will equal 100 percent.

- From the Reports drop-down menu, choose Test Weight. If no tests are assigned to this class, you receive a message so advising you. Click on **OK**. Otherwise, the Select Class selection list box (Figure 7-116) opens.



Figure 7-116. Select Class

- Referring to Table 7-75 for an explanation of the data fields appearing in the dialog box, highlight the desired class.

Table 7-75. Select Class

ITEM	DESCRIPTION
FY/Class	Non-editable field displaying the fiscal year and identifier for every class in the list.
Status	Non-editable field displaying the status of the corresponding class. This academic report is available for classes with a status of Pending, In Session, Graduated, or BNA Uploaded.
Title	Non-editable field displaying the title of the corresponding class.

- Click on **Select**. A view of the report appears.

7.7.15 Questionnaire Results

The Questionnaire Results report presents a cumulative response and a percentage to each possible answer to a question on the selected questionnaire. The report (printed with a report date) identifies the questionnaire ID, course ID, and class/FY ID. It lists each question number with the possible responses (A through E, N/R) and percentages to the right. The questionnaire also identifies each student by name, SSN, rank, and platoon (if available) in the class who did not take the questionnaire.

1. From the Reports drop-down menu, choose Questionnaire Results. If no questionnaires are assigned to the class, you receive a message so advising you. Click on **OK**. Otherwise, the Questionnaire Report for Course dialog box (Figure 7-117) opens.

Figure 7-117. Questionnaire Report for Course

2. Referring to Table 7-76 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-76. Questionnaire Report for Course

ITEM	DESCRIPTION
Class/FY	Drop-down box from which you may choose the identifier of the desired class.
Class Status	Non-editable field displaying the status of the highlighted class. Questionnaires are available for classes with any status except Historical.
Test	Drop-down box from which you may choose the desired questionnaire.

3. Click on **C**ontinue. A view of the report appears.

7.7.16 Combined Test Report

The Combined Test Report produces the same set of reports automatically produced after scoring a test. Each page of the report identifies the report date, the course ID, class ID, and test ID. These reports (Test Statistics, Test Results, Individual Responses, Absentee, and Failure) are described in detail in Table 7-77.

Table 7-77. Contents of Combined Test Report

ITEM	DESCRIPTION
Test Statistics for Test ID	Includes mean, median, mode, standard deviation, number of perfect scores, number tested, number passed, and number failed. Note that scores for retests will have lower statistics due to the Max Retest value. A legend is also included on the page.
Test Results Report	Lists the students by name, SSN, test version (if appropriate), and score. Retest scores will be so noted.
Individual Responses Report	Lists each test version scored and identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question. The correct answer to each question is identified with an asterisk.
Absentee Report	Lists the students by name, SSN, rank, and platoon.
Failure Report	Lists the students by name, SSN, rank, platoon, test version (if appropriate), and score.

1. From the Reports drop-down menu, choose Combined Test Report. Then choose Academic or Non-Academic. The Combined Test Report dialog box (Figure 7-118) opens.



Figure 7-118 Combined Test Report

2. Referring to Table 7-78 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 7-78. Combined Test Report

ITEM	DESCRIPTION
Class/FY	Drop-down box containing the identifier and fiscal year for every class containing tests of the desired type (academic or non-academic). Choose the desired class from the list. Note that tests scored by entering student grades (vice entering student responses) will be unavailable.
Class Status	Non-editable field displaying the status of the highlighted class. Academic reports are available for classes with a status of In Session, Graduated, or BNA Uploaded. Non-academic reports are available for classes with any status except Historical.
Test	Drop-down box from which you may choose the desired academic or nonacademic test.

3. Click on **C**ontinue. A view of the five-part set of evaluation reports appears.

(This page intentionally left blank.)